

**BY ORDER OF THE COMMANDER
514TH AIR MOBILITY WING**

**514TH AIR MOBILITY WING
INSTRUCTION 65-601**

3 JULY 1996

Budget



FINANCIAL MANAGEMENT COMMITTEES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction prescribes the function and organization for the 514 Air Mobility Wing (AMW) Financial Management Committees, and outline their duties and responsibilities. It applies to all Unit Commanders, Unit Responsibility Center Managers (RCM), Resource Advisors (RA), Alternate Resource Advisors (ARA), and Cost Center Managers (CCM).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision implements the new Wing organizational structures and defines responsibilities of each directorate and function.

1. Financial Management Committees. The formal structure consists of two financial management committees: A Financial Management Board (FMB) and a Financial Working Group (FWG).

2. Membership of FMB. The Financial Management Board is composed of top level managers, with membership tailored to the organization structure. Composition of the 514 AMW/FMB is indicated below. Additional or reduced membership is at the discretion of the chairperson. The 514 AMW/FMB is chaired by the Wing Commander. An alternate will be appointed to act as Chairperson in the absence of the Wing Commander. Chief Master Sergeants (CMS) directly subordinate to the FMB members may attend meetings as technical advisors. They can provide impact data during deliberation on recommendations submitted to the FMB. The FMB convenes at the call of the chairman at least once each fiscal quarter.

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|-----------------------------|-------------|
| 2.1. CC | Chairperson |
| 2.2. CV | |
| 2.3. OG/CC | |
| 2.4. LG/CC | |
| 2.5. SPTG/CC | |
| 2.6. MDG/CC | |
| 2.7. CCC | |
| 2.8. Budget Officer | Recorder |
| 2.9. Budget Analysts | Advisors |
| 2.10. All Staff as required | Advisors |

3. Membership of FWG. The Financial Working Group is responsible to the membership of the 514 AMW/FMB. The 514 AMW/FWG does not make policy. They make recommendations to the 514 AMW/FMB for review and approval.

3.1. 514 AMW/FWG membership is composed of RAs as follows:

- | | |
|---|--------------------|
| 3.1.1. Budget Officer | Chairperson |
| 3.1.2. RA for Wing/Group Command Section | |
| 3.1.3. RA for the Logistics Group | |
| 3.1.4. RA for the Operations Group | |
| 3.1.5. RA for the Medical Group | |
| 3.1.6. Budget Analysts | Advisors/Recorders |
| 3.1.7. All RAs are invited to attend and participate. | |

3.2. Members will attend all meetings unless attendance is precluded by matters beyond their control. To assure full attendance, each unit commander will appoint, in writing, an alternate from within their staff section. Alternates will have the responsibility to vote on matters pertinent to the board's business. Letters of appointment will be forwarded and maintained by the Budget Office.

3.3. Duties and Responsibilities. The 514 AMW/FWG will review, evaluate, and recommend for 514 AMW/FMB approval the 514 AMW Operations and Maintenance (O&M), Personnel Budget and

Analysis System (PBAS), and Travel Budget and Analysis System (TBAS), operating budget estimates and formal revisions, ensuring that:

- 3.3.1. Estimates are correctly developed in accordance with units' latest program changes and mission requirements.
- 3.3.2. Estimates of increases/decreases, as compared to the current level of approved financing and prior years' experience, can be fully justified prior to submission to higher headquarters.
- 3.3.3. Unfunded requirements are fully justified and assurance is provided that reprogramming cannot be accomplished from the existing program.
- 3.3.4. Execution of the approved operating budget is monitored monthly.
- 3.3.5. They meet as needed to participate in the development of estimates and review of the 514 AMW operating budgets, as determined by the chairperson.

4. Meetings. The 514 AMW/FMB will meet following the 514 AMW/FWG to take all recommendations made by that body under consideration.

5. Minutes. Minutes of the 514 AMW/FMB meetings will be prepared by the recorder and reviewed/approved by the chairperson. Copies of the minutes will be forwarded to HQ AFRES/FMB within 15 workdays of the meeting. File copies will be maintained in the command section and the budget office. Distribution of 514 AMW/FMB minutes will be made to all members. 514 AMW/FWG minutes will be maintained on file in the budget office.

BRUCE CARSKADON, Colonel, USAFR
Commander